

# COLLABORATIVE TEAM CHECKLIST

## TEAMS

- share common beliefs and work toward common goals
- establish and share roles and responsibilities
- establish mutually agreed upon methods for meetings
- are willing to share personal feelings and insights
- continue to change and grow
- have fun!

## ROLES AND RELATIONSHIPS

- roles and responsibilities are clear
- lines of communication are clear
- expectations regarding work performance (quality, timeliness, etc.) are clear and equitable

## TEAM MEETINGS

- meet regularly and consistently
- start meetings on time (members be on time)
- sit facing toward each other at meetings (in a circle)
- have an agenda (agreed upon in advance)
- begin with celebrations, sharing, or other positive note
- have a facilitator (regular or rotating) who effectively keep the discussion on track
- have a recorder take notes on discussions, decisions, and responsibilities for follow-up (distributed immediately after meeting)
- hold no one solely responsible for success/failure of team actions
- share group tasks, responsibilities and group leadership
- develop action plans, follow up on decisions, and monitor issues as part of the agenda of following meetings
- keep to scheduled time limits

## INDIVIDUAL INTERACTIONS and RESPONSIBILITY

- demonstrate positive personal interactions
  - encourage each other to interact
  - contribute opinions, participate in problem-solving and decisions
  - support teammates by offering assistance
  - be honest
  - openly communicate (and agree to disagree at times)
  - demonstrate respect through facial expression, body posture and tone of voice

- engage in active listening
  - give eye contact to the speaker
  - don't interrupt the speaker
  - ask questions related to the discussion and when necessary, repeat or paraphrase the speaker to ensure understanding
- make decisions by consensus
  - poll each other for understanding and clarification of issues/ideas
  - be flexible when necessary and compromise to reach agreement on next steps
  - share decision making credit and blame (use "we" and "us" vs. "I" and "you")
- set rules for methods to deal with controversial issues or subjects
- complete assignments outside of meetings
- generate lots of potential solutions to an identified problem
- review how they are doing and give each other feedback on how they are doing as a team

#### CONFLICT RESOLUTION METHODS

- remain calm
- look at the speaker
- don't interrupt the speaker
- don't adopt a defensive posture
- listen to what is being said
- accept criticism of ideas without being defensive
- criticize ideas and not people
- don't talk about others behind their back
- check the accuracy of the message (don't assume)
- validate the other person's feelings
- try to imagine the other person's point of view
- use a tone of voice which is calming
- avoid tones which suggest impatience, disgust, or sarcasm
- speak clearly and slowly at a moderate volume
- attempt to reach agreement on a mutual goal and next steps
- plan to return to the issue with ground rules or with an agreed-upon agenda

Maryland Coalition for Inclusive Education, 2006